

## **Purpose**

The purpose of the Sick Leave Assistance Program is to provide needed sick leave to qualified Department employees.

## **Policy**

The Sick Leave Assistance Program is intended to aid employees who have had a catastrophic accident or illness during extended absences from work and whose leave benefits have been or will be exhausted. This policy is not intended to underwrite abusive use of sick leave.

A maximum of three (3) calendar months of donated leave may be utilized by an employee for any single instance (Long Term Disability (LTD) coverage is available after three (3) calendar months for those that qualify).

Leave-on-leave shall accrue if a person is on approved donated sick leave.

Employees may donate annual or converted sick leave hours to the Department Sick Leave Assistance Program. Annual or converted leave shall not be donated from leave balances which would normally be lost at the end of the calendar year unless it is possible for the employee to take the time for personal use before year end. When donating leave to the Sick Leave Assistance Bank the donating employee will not have a choice as to who receives the donated leave. The distribution of the leave will be made by the Region/Group to eligible employees.

Only career service employees eligible for leave benefits shall be eligible to utilize this program.

Hours donated to the Sick Leave Assistance Program may not be used until all other forms of useable leave are exhausted.

Sick Leave Assistance may not be utilized at the same time as workers compensation or long term disability benefits.

All use of the Sick Leave Assistance Program shall be subject to post audit.

Only employees of agencies with approved leave bank programs may donate annual leave to another agency with a leave bank program, if mutually agreed on by both agencies.

## **Background**

This policy and procedure is in compliance with DHRM rules.

**Definitions**

Catastrophic is defined, in the context of this policy, as meaning an illness, a physical condition, or an accident producing a life threatening or incapacitating situation for which extensive medical treatment and prolonged absence from work are necessary.

## **Procedures**

### **Sick Leave Assistance Program**

**UDOT 05C-73.1**

**Responsibility:** Region/Group

#### **Actions**

1. Will establish their own leave bank for their area. Administrative Services, Comptroller, Internal Audit and Community Relations will be considered a group for the purposes of this policy and procedure.

### **DONATIONS FROM THE SICK LEAVE BANK**

**Responsibility:** Employee or employee's supervisor

2. Makes a written request for approval to utilize the Sick Leave Assistance Program. The request is to include the employee's name, the date leave benefits will be exhausted, the date the employee's absence began, a record of the employee's past year sick leave and a signed release by the employee authorizing the attending physician to release medical information concerning the severity, the prognosis and an estimate of how much work will be missed.

**Responsibility:** Region/Group Leader or Designee

3. Reviews the request and approves or denies. If approved, the request is sent to the Sick Leave Assistance Coordinator for that area to handle the necessary payroll paperwork. If the request is denied, it is returned to the employee with reasons why the Sick Leave Assistance Program could not be used. The Region/Group Leader or designee will have final approval or disapproval authority.
4. If the Region/Group does not have adequate leave for a request, they may notify Region/Group employees of the need for donated hours. There will be no solicitation for donated leave for specific employees.
5. If the Region/Group still does not have adequate leave for a request they may contact other regions/groups for assistance from their leave bank.
6. As a last resort the Region/Group may go Department wide with the request upon approval from the employee if leave is not available from other leave banks. The request must be approved by the Region/Group Leader. No more than one request can be made per employee per incident.
7. The Region/Group may authorize one employee donating to another specific

employee with a written request and authorization from employee donating the time.

**DONATIONS TO SICK LEAVE ASSISTANCE BANK**

**Responsibility:** Employee

8. Submits the state leave form to the payroll section of the employee's Region/Group. Only annual leave or converted sick leave hours may be donated to a leave bank. This does not include annual leave that would normally be lost at the end of the calendar year unless it is possible for the donating employee to take annual leave before the calendar year end.

**Responsibility:** Region/Group's Payroll Section

9. Credits the Region/Group Sick Leave Assistance Bank with the appropriate number of hours donated, and debits the donor's leave record.